

STANDARD

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 1 October 1959

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #37

1. Assistance to Headquarters Ops Training

Since [] apparently will be reporting to the OS later than was anticipated, PPS has offered to assist [] with the JOT CSO course (introducing guest speakers, etc.) and the [] Ops Course (lecture and/or seminars participation).

2. Requests from EA-DD/S for Additional Information

On 30 September, Mr. [] requested:

(a) that OTR prepare a memorandum for the DCI to be signed by the DD/S, informing the Director of our plans to reduce-in-force our [] (as reported in the Weekly Activities Reports extracts sent to EA-DD/S on 21 September), and

(b) that we provide the DD/S with more detailed information concerning JOT and JOTP overtime and overtime []

C/PPS has asked XO/TR to respond to these requests.

3. Proposed New Training Reports Forms

With [] doing the Lion's share of the work, A & E Staff and PPS have collaborated in producing a new Training Report form and an accompanying instructor's guide. Time and the DTR permitting, C/PPS would like to present this proposed new form and guide to the School Chiefs at the DTR's staff meeting on Friday, 4 October, and to ask them to try out this form on a student selected at random from current or very recently completed courses. We hope to use this form with as many courses as possible, but believe that some courses warrant a different format more closely tailored to the training and training objectives.

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25 YEAR RE-REVIEW

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~~SECRET~~4. Liaison with [] 25X1

25X1 Since [] project still is in the early, 25X1
developmental stage, [] with DDTR's
concurrence, will serve as Ed's point of contact in OTR for
training support to the new project. With FO/TR assistance,
PPS has provided C/OS (attention: [] with a list 25X1
of suggested training officers who might be considered to
serve as training case officers for the project.

6. Meeting: Educational Specialist and Mr. [] 25X1

25X1 Dr. [] regarding common interests.
25X1 [] requested [] to meet with him on 23-25 November with
the objective of developing an instructor's manual for use with
one of the most recent films produced. [] 25X1

7. [] Operations Course 25X1

25X1 [] also met with [] and discussed the forma- 25X1
25X1 tion of the [] Operations Course including some
instructional techniques applicable to this Course.

8. Instructional Technique Classes 25X1

25X1 Dr. [] visited [] on 24-25 September 1959 and
25X1 conferred with [] (on vacation) and Bill
25X1 [] with respect to Instructional Techniques Classes scheduled
for 2 November and 16 November. Since the earlier scheduling
of these classes, the new instructional personnel who were to
attend have been assigned other operational duties of "more pres-
sing nature" and consequently cannot be released for such training.
PPS feels that this situation is unfortunate since the experi-
ences and training these personnel would encounter in the ITC

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25X1

would undoubtedly better equip them to more adequately perform their newly assigned functions of instructing and course revision. As ad hoc procedure, [] will schedule these personnel for a series of five two-hour sessions covering such areas as: lesson planning, lecturing techniques, role playing techniques, discussion techniques, etc. This will be accomplished during the next several months. Regular ITC's will be re-scheduled later when more feasible.

25X1

Also discussed was the availability of [] to monitor within his capabilities the several courses offered [] [] indicated his interest and desire to accomplish this but could not set up such an activity on a formal or scheduled basis. To a certain extent he accomplishes a limited degree of this function when he "sits in" on dry runs and actual presentations by the instructors.

25X1

9. War and Emergency Plan

A reorganized draft of the War and Emergency Plan will be sent to all OTR components for coordination on Friday, 2 October. It is anticipated PPS will receive revised plans of most OTR components within the next two weeks.

25X1

10. Orientation Trip to []

25X1

Mr. [] is making the orientation trip to the []

25X1

25X1

[] on Monday and Tuesday, October 5 and 6, and thereafter will participate in monitoring the ELINT course which starts at [] 5 October.

25X1

25X1

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